

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
March 7, 2016**

The City Council of the City of Fort Lupton met in special session at the City Complex, 130 South McKinley Avenue, the regular meeting place of the City Council, on Monday, March 7, 2016. Mayor Tommy Holton called the meeting to order at 7:00 p.m. and invited everyone to join him in the Pledge of Allegiance.

ROLL CALL

City Clerk Nanette Fornof called the roll. Those present were Mayor Tommy Holton, Mayor Pro Tem Chris Cross, Councilmembers Bob McWilliams, Chris Ceretto, Shannon Rhoda and Zoe Stieber. Also present were City Administrator Claud Hanes, City Clerk Nanette Fornof, Finance Director Leann Perino and Chief Ken Poncelow.

PERSON TO ADDRESS COUNCIL

No one signed up to address Council.

APPROVAL OF AGENDA

It was moved by Bob McWilliams and seconded by Chris Cross to approve the agenda as presented. Motion carried unanimously by a voice vote.

City Administrator Claud Hanes presented two certificates of honor; Distinguished Budget Presentation and Excellence Financial Reporting to Finance Director Leann Perino and her department. Mayor Holton thanked them for their excellent financial expertise.

REVIEW OF MARCH 7, 2016 PAYABLES

Council reviewed the March 7, 2016 payables. There were no questions or comments.

CONSENT AGENDA

It was moved by Zoe Stieber and seconded by Bob McWilliams to approve the Consent Agenda as presented with the following items: Second reading Ordinance 2016-996, AN ORDINANCE OF THE CITY OF FORT LUPTON, COLORADO, AMENDING A SPECIFIC PROVISION SECTION 16-14 OF THE FORT LUPTON MUNICIPAL CODE, second reading Ordinance 2016-997, AN ORDINANCE OF THE CITY OF FORT LUPTON, COLORADO AMENDING CHAPTER 7, ARTICLE VII, OF THE FORT LUPTON MUNICIPAL CODE TO ALLOW CONTAINED BACKYARD BEES AS AN ACCESSORY USE ON AN ESTABLISHED SINGLE-FAMILY RESIDENTIAL PROPERTY WITH A PERMIT, 02012016 City Council Meeting Minutes, Approve the Modification to the Valic Retirement Plans to Comply with Various Law Changes (AM 2016-027), and Approve the Participation in the Weld County's Work Experience Program for Temporary Assistance to Needy Families (TANF) Participants (AM 2016-030).

Motion carried unanimously by a roll call vote.

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ACTION AGENDA

AM 2016-0028, Approve 2016 Fulton Irrigation Ditch Company Assessment From the Utility Enterprises Fund for an Amount not to Exceed \$11,866.40

Annually the Fulton Irrigation Ditch Company levies an assessment on each share of stock held in the City's possession. A letter was received from Brice Steele of the Fulton Irrigating Ditch Company advising us that at the shareholder meeting an assessment of \$42.00 a share plus a \$14 per share special assessment was levied. The City of Fort Lupton holds 211.9 shares which bring our total assessment to \$11,866.40 for the 2016 assessment. The payment is due by April 1, 2016.

It was moved by Chris Ceretto and seconded by Chris Cross to approve the \$11,866.40 assessment payment to the Fulton Irrigation Company for the 2016 assessment, allocated from the Water Fund.

AM 2016-029, Purchase Four Shares of Fulton Irrigation Water Shares from Violet Radcliffe for an Amount not to Exceed \$72,000, Allocated from the Water Sales Tax Fund

Violet Radcliffe offered to sell to the City of Fort Lupton four shares of the Fulton Irrigation Ditch Company with dry-up for \$18,000 per share. The City has a need for additional water shares in the Fulton, and accepted the offer made by Ms. Radcliffe. Her attorney and the City's water attorney created both the dry-up agreement and bill of sale to facilitate the agreement.

It was moved by Chris Ceretto and seconded by Bob McWilliams to approve the purchase of four shares of Fulton Irrigation Water Shares from Violet Radcliffe for an Amount not to Exceed \$72,000, allocated from the Water Sales Tax Fund. Motion carried with Councilmember Rhoda voting "nay" to the motion.

AM 2016-031, Approving the Renewal of the Consultant Contract with Todd Hodges, Design LLC as the planner for the City of Fort Lupton to March 7, 2018

Todd Hodges Design has been providing Interim Planning Director services for the City of Fort Lupton since March of 2010. This action is a two year extension of the contract until 2018. Mr. Hodges has been critical in helping develop property, process annexations and bring both housing and businesses to the City of Fort Lupton.

AM 2016-032, Human Resources Purchase of Performance Management System From Trakstar and Applicant Tracking System and Recruiting Advertising From Neogov For An Amount of \$19,493

Human Resources requires certain systems to operate effectively and efficiently. Some systems are automated such as Open Enrollment and some systems are manual such as workers'

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compensation reporting. Both the Performance Management and Applicant Tracking Systems are mostly manual, which makes it challenging for employees and managers to work efficiently.

In the area of performance management, paper forms are used. Most employees are evaluated on the same criteria, regardless of job title. Employees and managers have commented that the systems are inadequate and don't facilitate providing meaningful feedback, which is essential to an organization that pays for performance. Currently the City has no means of generating reports to verify the performance and efficacy of our processes.

In the area of recruiting, these manual processes affect the time to hire efficiently. The City's inadequate systems also negatively affect the City's employment brand. Manual, slow processes do not make us appear to be a progressive city, as we aspire to be. As with the performance management systems, we have no means of generating reports to verify the performance and efficacy of our processes.

An investment in our operational systems will help improve efficiencies, make us more scalable for future growth and improve our employment brand.

It was moved by Zoe Stieber and seconded by Chris Ceretto to approve the purchase of a Performance Management System from Trakstar and an Applicant Tracking System and Recruiting Advertising from Neogov for an amount not to exceed \$16,493. Motion carried unanimously by a roll call vote.

STAFF REPORTS

City Administrator Claud Hanes stated the Bach Composts is closing their business at the end of the month; Merritt Aluminum has purchased Bach Composts location and will be completing some remodeling to the building and plan on opening the new business by June 2016.

Ken Poncelow Chief of Police invited the Council to attend the Chamber Business After Hours event, to be held on May 6, 2016. The night will be filled with lots of events, such as felony traffic stops, and building security.

Also the Chief is working on complying a Shooting Range Committee; this committee will work on systemic for the Shooting Range.

MAYOR/COUNCIL REPORTS

There was a question regarding the date for clean-up days; it has been scheduled for April 23, 2016. Additional information will be posted on the City's website.

FUTURE CITY EVENTS

March 9, 2016
March 23, 2016

Town Hall Meeting – 130 South McKinley Avenue – 6:30 p.m.
Town Hall Meeting – 130 South McKinley Avenue – 6:30 p.m.

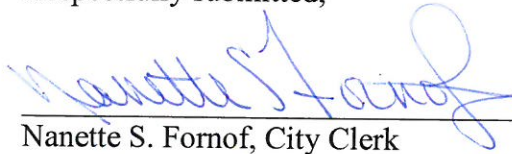
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ADJOURNMENT

It was moved by Bob McWilliams and seconded by Chris Cross to adjourn the March 7, 2016, at 7:17 p.m.

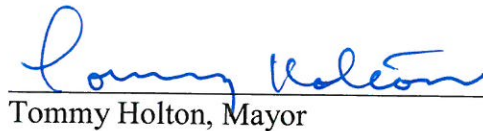
Motion carried on voice vote.

Respectfully submitted,



Nanette S. Fornof, City Clerk

Approved by City Council



Tommy Holton, Mayor

